

WAR DEPARTMENT  
Military Intelligence Service  
WASHINGTON

MID 319.1 **\*ARMY Declass/Release Instructions On File\***

2 November 1944

MEMORANDUM FOR ALL MILITARY ATTACHES, MILITARY LIAISON OFFICERS, MILITARY OBSERVERS, CHIEFS OF JICA ORGANIZATIONS, AND CHIEFS OF BRANCH OFFICES:

Subject: Reporting Information.

The purpose of this memorandum is to assist you in preparing reports which will have the maximum value and which can be processed and utilized with the utmost facility by the Military Intelligence Service.

1. The Research Branches.

a. The Military Intelligence Service is now organized on a functional basis. In addition to such other distribution as is desirable, all incoming reports are turned over directly to one or more of the several research branches. These branches are:

- (1) Military
- (2) Political
- (3) Economic
- (4) Sociological
- (5) Scientific
- (6) Topographic
- (7) Who's Who

b. Each of these branches is organized on a geographical basis: Eur-African, Pacific-Asiatic, and Western Hemisphere.

c. When observers write separate reports for each of the categories represented by the research branches listed above, down to include geographical areas, it is possible to process and utilize those reports more economically and efficiently and with less duplication.

2. Writing reports. The writing of intelligence reports is an art. In SIMIS (Part III, Sections I and II) you are given some hints on their preparation. Further details are contained in the Basic Intelligence Directive, which will reach you soon as a replacement for the Index Guide. For your

general guidance the following suggestions are made:

a. Each report should cover only one subject. This will facilitate its use by the research branches enumerated in par. 1 above.

b. Every report must answer the questions What (Who)? How many (much)? Where? When? How? Why? These questions should be answered in the first sentence or paragraph of the report. The first sentence or paragraph should present the gist of the report. Succeeding statements in the body of the report should be limited to details or description.

c. Every report must be factual. All indications of personal prejudice on the part of the reporting officer must be eliminated. "Loaded" words or "colored" expressions which will lead the reader to draw an inference unjustified by facts must also be eliminated. However, the reporting officer should express his considered opinion of its significance as a comment at the conclusion of the report.

d. Every report must show within security limits the source of information with evaluation as to its reliability. An evaluation of the truth or probability of the report must also be shown.

e. Every report must be concise. Wordy papers are not desired.

f. Avoid overclassification. The higher the classification, the more restricted and difficult the distribution. Habitually high classification endangers security, since it becomes commonplace.

g. Show distribution at the source. That means list every element (theater, Navy, M/A, Allied Army, etc.) which already has the report, or to whom you are sending, or arranging to send, copies.

### 3. Estimates of the situation. (Stability Reports)

a. Military Attaches will prepare general estimates of the situation in the country to which they are accredited. The frequency of the estimates will be dictated by separate instructions from NIS to each Military Attache. The basis of the estimates will be the controlling factors of war: military, political, economic and psychological. Whenever information on enemy activity is available, it also will be included in the estimate. The following are examples of information which will be considered:

(1) Military: Army strength, disposition, and reserves of belligerent and important neutral countries; in the smaller countries and those not directly concerned with the war, the loyalty of the armed forces (police as well as army) to the incumbent government.

(2) Political: Attitudes and activities of the major political parties; formation of new parties or organizations; alliances and trends in international relations; general and official attitudes toward the United Nations; enemy subversive activity.

(3) Economic: Trends in the production of critical and strategic materials; food and cost of living situation and any other

economic factors vital to the stability of the government; trade with the enemy or with suspicious neutrals; dependence upon other nations for basic commodities.

(4) Psychological: Morale of the armed forces and the civilian population; propaganda, both enemy and United Nations, and its effectiveness.

b. The estimate is not intended to be a recital of facts or an enumeration of events not reported elsewhere, although it will be desirable to mention briefly certain data on which opinion is based, or to refer to other reports in which such data are set forth. The estimate is intended to be the observer's considered and unreserved evaluation of the situation obtaining at that moment in the area under discussion. It will not be distributed to agencies outside the War Department but will be used as a basis for HIS and War Department official opinion.

c. Estimates will be submitted on standard ditto intelligence report forms.

4. Order of battle reports. At stations where an order of battle assistant is stationed, reports will be prepared in accordance with existing instructions. Cabled order of battle reports will indicate this fact and include name of reporting officer.

5. Cable reports, if they cover more than one of the categories listed in par. 1 above, will be paragraphed by category. Information reported by cable will be submitted in more detailed form in written reports, care being taken to paraphrase identical portions in order to assure cryptographic security.

6. Other points to remember. The following additional points are suggested for your assistance:

a. HIS attaches special importance to the usefulness and timeliness of information, rather than to the number and length of reports. The new evaluating procedure now in use gives weight of 90 per cent to quality, only 10 per cent to quantity.

b. The military observer in the field should not consider himself a "postmaster." His job is to observe objectively, to collect intelligently and to evaluate to the best of his judgment. He must be an unbiased student searching for the truth. He must never forget that the truth may appear in unexpected forms. The "plants" or false statements of an enemy may reveal a truth by deduction that is not always apparent to the observer.

c. Get in the habit of keeping a working file to which you can refer every new bit of information. If this file is kept in accordance with the classifications in par. 1 above, your material can be easily worked into a report.

d. The sending of voluminous cables or reports on unrelated or undigested information should be avoided.

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e. The officers and researchers who read your reports are concerned only with the clarity and accuracy with which you present information, and your comments on that information, particularly those comments which clearly indicate the significance of the information. Their job is to fit information from several sources into the large picture; your job is to help them all you can by painting as much of this picture as information available to you will allow.

f. Remember that information concerning one country is often obtained from personnel in another country geographically far removed. In addition to your normal work in your own territory, it is your duty to attempt to get all high priority information listed for other territories which you may be able to secure through local representatives of a distant territory.

Russ. Comm.

R. A. OSBURN,  
Brigadier General,  
Chief, Military Intelligence Service.

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